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10 February 1954

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TO : Comptroller

SUBJECT: Transfer of Activities from the General Services Office to the Office of the Comptroller

1. Pursuant to CIA Notice No. N 1-140-2 dated 8 February 1954, Subject: Transfer of General Services Functions and Responsibilities, the Records Services Division of the General Services Office will be transferred to the Office of the Comptroller effective 15 February 1954.

2. The Records Services Division is composed of (a) the Machine Records Branch, and (b) the Records Management and Distribution Branch. The transfer, however, does not include the Mail Control Section under the latter, as this is being transferred to the Logistics Office.

3. Pertinent information regarding each of the activities being transferred to the Office of the Comptroller is as follows:

a. Table of Organization

Appendix A attached includes a list of the positions included in the personnel ceiling of the activities being transferred to the Office of the Comptroller, together with the names of incumbent employees, names of personnel in process, and those positions which cannot be filled under the existing personnel ceiling.

b. Budget

Attached as Appendix B are copies of the Fiscal Years 1954-1955 Budgets for the Records Services Division, exclusive of the Mail Control Section which is being transferred to the Logistics Office.

c. Machine Records Branch

(1) The quarterly T/O run for the Machine Records Branch as of 31 December 1953, received from the Classification and Wage Division on 28 January 1954, reflected changes, as a result of a classification review, in titles, series and numbers of certain positions in the Machine Records Branch. However, inasmuch as a T/O change covering the new titles, series and position numbers had not previously been received from the Classification and Wage Division, the employees do not yet appear against the new position numbers. Action has

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not been taken by this Office to change the titles and to transfer these people to the new position numbers due to the fact that we received notification on Friday, 28 January 1954, the day after the machine run was received, that the General Services Office was to be abolished. A copy of the machine run pertaining to this Branch is attached (Appendix C) for your information and further action.

(2) Below is a list of employees of the Machine Records Branch who have been rotated to overseas positions and are presently stationed on [] in support of logistics and general administrative activities at that base:

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| <u>Name</u> | <u>Grade</u> | <u>Title</u> | <u>Approximate Date of Departure for Overseas Destination</u> |
|-------------|--------------|---------------------------------|---|
| [] | GS-12 | Tab Equip. Opera. Supvr. | November, 1952 |
| | GS-9 | Tab Equip. Opera.) Supvr.) | Latter part of March or first part of April, 1953 |
| | GS-5 | Tab Equip. Opera.) | |
| | GS-3 | Tab Equip. Opera.) | |
| | GS-4 | Tab Equip. Opera.) | |
| | GS-4 | Tab Equip. Opera.) | |
| | GS-3 | Tab Equip. Opera.) | |

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These employees will be eligible for rotation to Headquarters in Washington approximately two years after the dates shown above.

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(3) [], Tabulating Equipment Operator, GS-4, was transferred in September 1953, to the Office of Communications for duty in []. We understand she departed for overseas the latter part of January 1954.

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(4) [], Tab Project Planner, GS-7, was also nominated and transferred to the Office of Communications for overseas duty in []. I understand he is now at the [] for training and processing prior to departure overseas. It is understood with the Office of Communications that [] at the time of his departure for overseas, will be promoted from GS-7 to GS-9 and he will continue to have the same Career Designation, which, of course, will now be that of the Office of the Comptroller.

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(5) The Career Service letter to overseas personnel having GS Career Designations was drafted and approved. However, at the request of the Acting Deputy Director (Administration), it has not been forwarded by this Office in view of the transfer of General Services functions. Therefore, action on this will be required by the Office of the Comptroller.

(6) Attached as Appendix D is a list of the projects and information on which machine records currently exist. The principal new projects now pending in connection with Machine Records are listed in Appendix E.

(7) The principal problem confronting this activity has been the large amount of overtime which it has been required to perform in order to meet deadline dates for various reports. This overtime has been drastically reduced, but there is a possibility of further reductions. Because of this problem, additional major projects should not be undertaken without increases in personnel authorizations.

(8) The allotment account for Machine Records Branch is No. 4-6618-20. The total sum allotted to date for Fiscal Year 1954 and the obligations and unobligated balance as of 28 January 1954 are as follows:

| <u>Object Class</u> | <u>Allotment (FY 54)</u> | <u>Allotment (thru 3rd Qtr.)</u> | <u>Obligations (as of 1-28-54)</u> | <u>Unobligated Balance (as of 1-28-54)</u> |
|---------------------|--------------------------|----------------------------------|------------------------------------|--|
| 01 | \$248,800 | \$185,600 | \$143,900.00 | \$104,900.00 |
| 02-09 | <u>157,400</u> | <u>118,700</u> | <u>114,617.07</u> | <u>42,082.93</u> |
| Total | \$406,200 | \$304,300 | \$258,517.07 | \$146,782.93 |

d. Records Management and Distribution Branch

(1) At present none of the personnel of this activity are overseas and no requests are pending for such personnel.

(2) Records surveys of the following activities have been completed or are now in process. Those now in process are indicated by asterisks.

Office of the Director
Logistics
OIC
OO/Contacts
FI/RI & WH

*Medical Office
*General Counsel
*General Services
*OSI
*OO/FBID

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(3) Attached as Appendix F is a list of the Area Records Officers for the various activities of the agency who are now charged with responsibility for carrying out the Records Management Program within the areas to which they are assigned.

(4) The Vital Materials Program as of 5 February 1954 totaled 3,916,154 documents and deposits at the Repository at are presently on a fairly current basis. The existing procedure provides for weekly reports on the status of this program, which reports will be made available to you by the Chief of the Records Services Division.

(5) The projects in process at the present time in the Records Management activity and the status of each are shown in Appendix G.

(6) Two allotment accounts exist for these activities, i.e., Records Services and Records Center. The allotments to date for Fiscal Year 1954 and the obligations and unobligated balances as of 28 January 1954 under these accounts are as follows:

| <u>Object Class</u> | <u>Allotment (FY 54)</u> | <u>Allotment (thru 3rd Qtr.)</u> | <u>Obligations (as of 1-28-54)</u> | <u>Unobligated Balance (as of 1-28-54)</u> |
|---------------------|--------------------------|----------------------------------|------------------------------------|--|
|---------------------|--------------------------|----------------------------------|------------------------------------|--|

Records Services

Vouchered (Allotment Account No. 4-6605-20)

| | | | | |
|-------|------------|-----------|--------------|--------------|
| 01 | \$ 128,000 | \$ 99,000 | \$ 78,000.00 | \$ 21,000.00 |
| 02-09 | 10,000 | 10,000 | 4,073.46 | 5,926.54 |
| Total | \$ 138,000 | \$109,000 | \$ 82,073.46 | \$ 26,926.54 |

Unvouchered (Allotment Account No. 4-6605-10)

| | | | | |
|-------|----------|----------|-----------|-----------|
| 01 | \$ ----- | \$ ----- | \$ ----- | \$ ----- |
| 02-09 | 500 | 500 | 182.00 | 318.00 |
| Total | \$ 500 | \$ 500 | \$ 182.00 | \$ 318.00 |

Records Center

Vouchered (Allotment Account No. 4-6606-20)

| | | | | |
|-------|-----------|-----------|--------------|--------------|
| 01 | \$ 57,900 | \$ 45,400 | \$ 29,022.93 | \$ 16,377.07 |
| 02-09 | 17,550 | 16,850 | 15,719.38 | 1,130.62 |
| Total | \$ 75,450 | \$ 62,250 | \$ 44,742.31 | \$ 17,507.69 |

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(7) We are currently operating the Records Management Program, with the exception of the Machine Records Branch, according to the organization which is attached as Appendix I. It is recommended that this method of organization be considered by your Office in readjusting and realigning these functions.

(8) The principal problem relating to these activities has been the varying degrees with which the Area Records Officers are able to perform. Frequent contact is maintained with each Area Records Officer to determine the extent of development of his program and to assist in its development wherever possible. In any event, some progress has been made in every major activity but the progress varies in proportion to the amount of time the Area Records Officers have been able to devote to this program.

(9) The necessary staff to perform the records management functions has been completely assembled and all personnel are particularly well qualified in the fields to which they have been assigned. The future development of the program depends to a large extent on the offering of specialized training programs in Forms Control, Reports Management, Correspondence Management, the Agency Filing Manual, Microfilming Standards, Preparation of Disposition Control Schedules, and a number of other items which may be considered for future inclusion in this program.

4. At the time of the assignment of the Machine Records function to the Office of Administrative Services (now the General Services Office), on 15 November 1950, there was a total of 13 employees in the Machine Records Branch. The Machine Records activity was confronted with many major problems regarding their procedures, personnel requirements, organizational structure, excessive overtime, need for additional space, and other factors. Since the above date the number of personnel on duty in the Machine Records Branch has grown from 13 to 61; (3 of these are presently on duty in the Pool, two of whom are fully cleared pending completion of EOD processing, and one who has only a provisional clearance); sufficient space and equipment has now been assigned and obtained; numerous procedures have been improved; and the hiring of many additional well qualified personnel has greatly assisted in the development of this activity.

5. Likewise, at the time of the transfer of the Records Management and Vital Materials functions to the Office of Administrative Services on 15 November 1950, a total of 12 employees were transferred from OGD, five (5) from their Records Control Unit and seven (7) from their Administrative Files Unit. A Records Management Program was relatively non-existent on that date, as none of the personnel transferred to the Office of Administrative Services at that time had any concept of the method of establishing a Records Management Program, nor had they had any particular training in this field. No training programs had

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been conducted and an inadequate T/O for this purpose existed. No Records Center existed, nor was any plan under way for its development. Since that date a well qualified staff has been acquired, a Table of Organization necessary to its operation has been developed, and contacts have been made with individuals in industry and in Government who are well acquainted with the development of such a program in its various aspects. Area Records Officers have been appointed, and a training program was conducted in April, 1953, with certificates awarded to 63 Agency personnel who attended this course. Therefore, the foundation for the program has been laid. Its future development depends upon the perseverance of the individual staff employees, the Area Records Officers, and the support which is given to the overall program by Assistant Directors, Office Chiefs, and the Office of the Director. I cannot urge too strongly, in any consideration of the future development of the records program, that the records activities as now constituted with minor modifications be kept together. If this is not done, the Agency may be confronted with the possible failure of a major administrative activity, which can result in very substantial improvements and economies.

6. Lastly, I want to particularly commend [redacted], Chief, Records Services Division, General Services Office, for the development of the Machine Records and Records Management activities. He has been primarily responsible and deserves the greatest amount of credit for organizing these activities, acquiring the personnel, and developing each of the programs. Others who are worthy of commendation

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[redacted]
of the staff are well qualified but some are so new and the individual programs for which they are responsible have not as yet been fully developed due to the fact that they have not been on duty a sufficient time for this purpose. However, all of the personnel are extremely well qualified, and I am sure are well able to perform the assignments for which they were employed.

7. I hope that the above information is helpful to you in assuming the responsibility for these programs. Obviously, I have not been able to include a number of things which are currently under consideration or in process as they are of a relatively minor or general administrative nature. I will be available for discussion at your convenience with respect to any of the problems in these activities.

[redacted]
Chief, General Services Office

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Attachments(9 Appendices)

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